

2 April 1985 1.2.7.1

Security Committee

Security Awareness and Education Subcommittee (SAES)

Meeting 21 March 1985

PRESENT:

[redacted]	NSA	25X1
Mr. Jim Passarelli	NSA	
[redacted]	ARMY	
Mr. Bob McMenamin	DIA	25X1
Ms. Denise Forti	DIA	
[redacted]	TREASURY	
Ms. Pat Kiley	USSS	
Mr. John Miller	SECOM	25X1
Mr. Ed Teets	NAVY	
Ms. Peg Fiehtner	DIS	
Lt. Corinne Blank	DOJ	
Lt. Ronald Gevry	NAVY	
[redacted]	USAF	
Mr. Thomas Forgas	USAF	
Mr. Bernard Lang	CIA	25X1
[redacted]	FBI	
	FBI	
	CIA	25X1

OLD BUSINESS:

1. [redacted] began the meeting by announcing that a new SAES Chairman has not been selected to date. [redacted] has requested nominations from the SECOM members and the new Chairman will be selected by the April 1985 meeting. 25X1
2. [redacted] reported that the Security Awareness Handbook: People and Products should be available by the April 1985 meeting. 25X1

NEW BUSINESS:

1. Jim Passarelli reported on the progress of his task group, which met on 12 March 1985. Jim, Ed Teets, Bernie Lang, and John Miller prepared a memorandum regarding the 1985

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Security Educator's Seminar and submitted a copy to [] 25X1

The task force has visited and/or obtained information on several potential sites for the 1985 Seminar. [] visited the FBI Academy in Quantico, Virginia and felt that Quantico would be an excellent site for the Seminar. Participants would be charged approximately \$8 - \$9 dollars daily for meals, and a nominal fee (if any) for lodging. Bernie Lang will submit a formal inquiry to the FBI Academy requesting use of the facilities during October 1985. The Xerox Learning Center in Leesburg, Virginia would cost participants \$72.00 a day per diem for meals and lodging. Although the Xerox facilities are excellent, [] felt that the per diem cost might prevent some potential participants from attending the Seminar. [] 25X1

[] also spoke with Mr. Lynn Satterfield, Security Officer for Westinghouse Corporation, who advised that Westinghouse facilities in either Annapolis or Baltimore might be available. [] has tentatively scheduled the Seminar for either the week of 7 or 28 October 1985. He also reiterated the need to select and reserve Seminar facilities in the near future. The number of participants would be limited to 45 persons, exclusive of SAES members. Each Agency would be allowed to send three participants (total of 39), which would permit an additional six participants from Government groups which are not represented on SECOM. [] also stressed that Subcommittee members should get involved in their respective Agencies selection process. [] 25X1

[] also suggested that the Seminar participants would benefit from having a security cleared contractor representative address the seminar on contractor perspectives of security awareness, education and training. [] advised that any involvement by contractor representatives would need approval from [] 25X1

2. Peg Fiehtner reported that her task group met and prepared a memorandum which recommended changes to DCI's Minimum Standards for Security Awareness Programs in the U.S. Intelligence Community. The task group revised the Minimum Standards to include both SCI and non-compartmented Intelligence. [] requested that Peg and her group prepare a final version of the revised Minimum Standards. [] will then forward the Minimum Standards along with a memo for [] review. 25X1

3. Denise Forti reported that she has begun drafting a questionnaire to be sent to attendees at the November 1984 Security Education Seminar. Denise will present a working copy of the questionnaire to Subcommittee members during the April 1985 meeting. 25X1

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4. [] advised that the NSA Computer Security Center is formulating a government-wide computer security awareness program to include briefings, posters, literature and audio-visual materials. A representative of the NSA Computer Security Center expressed interest in giving a presentation to the Subcommittee. The Subcommittee has tentatively scheduled the NSA CSC member for the May 1985 meeting. 25X1

5. [] advised that [] had been budgeted by SECOM for the unauthorized disclosure videotape. He suggested that a task force should be appointed which would oversee and run the production of the unauthorized disclosure videotape. [] suggested that the new SAES Chairman should have the opportunity to select the task force members. 25X1

6. The next SAES meeting is scheduled at 10:00 a.m. on 11 April 1985 at Rosslyn, Virginia. The conference room number will be provided at the reception/badge desk.



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